



**STATIONARY ENGINEER,
CORRECTIONAL FACILITY (CF)**
Final Filing Date: September 19, 2014

OPEN, NONPROMOTIONAL - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)
SPOT EXAMINATION FOR:

CALIFORNIA MEN’S COLONY

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR during this testing period. CDCR’s testing period for this examination is: **January - December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

Submit Examination Application (Std. Form 678)

By mail to:
California Men’s Colony
Delegated Testing Office
P.O BOX 8101
San Luis Obispo, CA 93409

or
In person at:
California Men’s Colony
Delegated Testing Office/Trailer M
Highway 1 North/Colony Drive
San Luis Obispo, CA 93409

If you are personally delivering your application, you must do so between the hours of **8:00 a.m.** and **4:00 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **September 19, 2014**, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the written test date.

TEST DATE The written test date will be **October 25, 2014**.

SALARY RANGE(S) As of: **August 9, 2014**

\$5,415 - \$5,686

MINIMUM QUALIFICATIONS **Either I**
Completion of a recognized apprenticeship for Stationary Engineers. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but must present evidence of completion prior to appointment.)

Or II
Experience: Four years of experience performing duties which included the operation, maintenance, and repair of boiler, heating, refrigeration, ventilation and power equipment of large commercial, industrial or institutional buildings including the operation and maintenance of air conditioning systems involving the use of automatic controls **and**

Education: Completion of 700 hours of formalized technical instruction relating to Stationary Engineering in training offered by such established programs as: Job Corps; Skill Centers; ROP; Trades Schools; Military; and JTPA (Joint Training Partnership Act). (An Associate of Arts or Certificate in Mechanical Electrical Technology, which must have included at least 12 semester units of instruction in heating, ventilation, and refrigeration systems involving the use of automatic controls may be substituted for the 700 hours of technical instruction.) Students who are within six months of completing their degree will be admitted to the examination but they must present evidence of completion prior to appointment.

Two years of additional qualifying experience may be substituted for the required education.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

MINIMUM QUALIFICATIONS (CONTINUED)	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.</p>
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EXAMINATION PLAN	<p>This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.</p>
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Written Test -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. **Knowledge of:**
 - Boilers and auxiliary boiler room equipment.
 - Heating, lighting, ventilation, air conditioning, power, refrigeration, building electric and pneumatic controls, water treatment and other mechanical or electrical equipment.
 - The methods, tools, materials, and equipment used in the operation, maintenance and repair of such equipment.
 - The Department's Equal Employment Opportunity program objectives.
 - A manager's role in the Equal Employment Opportunity program, and the processes available to meet Equal Employment Opportunity objectives.
- B. **Ability to:**
 - Communicate effectively.
 - Demonstrate mechanical ability.
 - Keep accurate records.
 - Install, operate, and make repairs to the various types of equipment listed above in the knowledge requirements.
 - Make written reports, read, interpret, and work from plans, drawings, and specifications.
 - Lay out work for others and direct them in this work.
 - Analyze situations accurately and take effective action.
 - Effectively contribute to the Department's Equal Employment Opportunity objectives.

ELIGIBLE LIST INFORMATION	<p>The resulting eligible list will be established to fill vacancies for the location listed above.The list will be abolished 12 months after establishment unless the needs of the service and conditions of the list warrant a change in this period.</p>
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POSITION DESCRIPTION AND LOCATION(S)	<p>A Stationary Engineer, CF, under general direction, performs a variety of skilled work in the operation, maintenance and repair of boiler, heating, air conditioning, ventilating, lighting, power, water, water treatment, and other mechanical systems normally found in a State correctional facility in CDCR; maintains order and supervises the conduct of inmates or youthful offenders; protects and maintains the safety of persons and property; may instruct or lead inmates or youthful offenders; may instruct or lead other engineers; and does other related work.</p> <p>Positions exist within the institutions listed above with CDCR.</p>
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SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.</p>
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VETERANS' PREFERENCE/ CAREER CREDITS	<p>Career credits or Veterans' Preference will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. If you receive Veterans' Preference, you cannot also receive career credits in this examination.</p>
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GENERAL INFORMATION

It is the candidate's responsibility to contact California Men's Colony, Delegated Testing Office at (805) 547-7699 five days prior to the written test date if he/she has not received his/her notice.

Applications are available at CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:** 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

GENERAL INFORMATION
(CONTINUED)

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [Veterans Preference Application \(CALHR 1093\)](#). Additional information can also be found at Department of Veterans Affairs' website at [www.jobs.ca.gov/job/VeteransInformation](#).

Career Credits: California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by CalHR as managerial.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS